



Small Business COVID-19 Relief Grant APPLICATION STEP BY STEP GUIDE

- ☐ Applicant will go to website to fill out pre-qualifying questions at <https://louisvilleky.gov/government/louisville-forward/small-business-covid-19-relief-grants>
 - a. If applicant qualifies, they will receive automatically generated email that provides link to full application.
 - b. If applicant doesn't qualify, they will be sent email explaining that they didn't qualify with a link to get business development assistance.
- ☐ Applicant will submit application online and attach necessary documentation
 - a. Documentation demonstrating negative impact of COVID19 to their business
 - b. 2019 tax return, personal and business (if 2019 taxes have not been filed, 2018 tax returns should be submitted instead)
 - c. Current record of financial condition of the business, including a profit & loss statement and balance sheet (templates of each are at <https://louisvilleky.gov/government/louisville-forward/small-business-covid-19-relief-grants>)
 - d. Proposed six-month budget for use of funds (e.g., payroll, utilities, lease/mortgage, fixed cost support, online sales technology)
 - e. Proof of ownership of business, including any disadvantaged status (certification not required)
 - f. W9 (template is at <https://louisvilleky.gov/government/louisville-forward/small-business-covid-19-relief-grants>)
- ☐ Once all documents are received, Grant Specialists will review application and complete summary sheet for the Review Committee.
- ☐ Review Committee will convene once a week, and discuss funding requests and review applications
- ☐ Once Review Committee approves applications, the Grant Specialist will notify applicant and send a Grant Agreement to the applicant for signature. Concurrently, Grant Specialist will set up applicant as a vendor in Louisville Metro's purchasing system.
- ☐ Upon receipt of signed Grant Agreement, staff will initiate disbursement process for one-third of the grant amount, unless the grant is \$5,000 or less, in which case the entire amount is disbursed at once. Checks will be mailed.
- ☐ Within 30 days of receipt of check, applicant is responsible for providing documentation that shows how grant funds were spent, according to the application budget. Documentation can include items such as copy of canceled checks, copy of receipt, statement of payment, screenshot of proof of payment.
- ☐ If payment documentation has been submitted, the second (and third) disbursement will be initiated two months following the first (and second) payment, requiring the same documentation to be submitted for the second (and third) grant payment. If documentation is not received, applicant may forfeit the balance of the grant award.
- ☐ All grant funds must be disbursed by December 30, 2020.